

Faithful Central Bible Church
Job Description

Job Title: Accounting Manager
Reports to: Pastor of Finance and Operations (CFO)
FLSA Status: Exempt

SUMMARY:

The Accounting Manager manages the organization's general accounting activities, especially the chart of accounts and general ledger. Develops, implements, and maintains accounting systems, policies, and procedures. Compiles and analyzes accounting data and prepares reports for the organization, the government and the organization's CPA auditor. Supervises accounting staff.

QUALIFICATIONS:

- ✓ Bachelor's degree in accounting, minimum.
- ✓ Five to seven years progressively responsible in Accounting Management
- ✓ Demonstrated experience in managing people and projects.
- ✓ Excellent verbal and written communication skills, clear upward and downward communication, ability to develop and document procedures.
- ✓ Highly organized and able to prioritize multiple tasks and projects.
- ✓ Dedication to the organization, flexibility in dealing with situations and a high level of energy.
- ✓ Proficiency in Email/Outlook, Office, Word, Excel; experience with various accounting software a must; experience with ADP payroll processing a must; able to learn new technology/software easily
- ✓ Availability during standard business hours for 40+ hours/week

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Advises organization management on accounting policy and compliance issues.
2. Supervises the accounting staff to include payroll, accounts payable, cash receipts, cash disbursements, bank reconciliation, journal entries.
3. Prepares financial statements and analysis.
4. Prepares journal entries.
5. Support monthly closing process, budget analysis, payroll, bank reconciliation, accounts payable and accounts receivable, cash flow analysis.
6. Develop and modify accounting policies and procedures.
7. Coordinate the records management and confidentiality of accounting files.
8. Participate in annual administrative and accounting system review of current processes and procedures for improvements.
9. Serve as member of the annual report committee.
10. Assist with special projects.

11. Submit weekly activity report to the BAC.
12. Fulfill other responsibilities as may come and be required by the BAC.

Business Administrator/Controller

Accounting Manager

Date: _____

COMPETENCIES To perform the job successfully, an individual must demonstrate the following competencies:

Leadership – Models desired behavior as defined by FCBC’s vision, mission, and core values; Effectively influences actions and opinions of others; Operates with integrity and adheres to high standards of ethics; Accepts responsibility for own actions; Demonstrates professional maturity under stressful or difficult circumstances.

Professionalism/Work Approach – Keeps and follows through on commitments; Arrives to meetings on time; Recognizes ministry/business opportunities independently and accomplishes tasks without specific direction; Adapts to changes in work environment; Able to deal with frequent change, delays, or unexpected events; Identifies and resolves problems in a timely manner; Develops alternative solutions; Designs workflows and procedures.

Interpersonal Skills – Develops constructive and cooperative working relationships with others and maintains them over time; Strives for “win-win” outcomes in working with others; Appropriately manages conflict; Receptive to feedback and constructive criticism; Treats others with respect and consideration regardless of their status or position.

Teamwork – Works collaboratively with others to achieve goals and ministry results; Exhibits objectivity and openness to others’ views; Balances team and individual responsibilities; Can be counted on to complete assigned tasks; Able to build morale and group commitments to goals and objectives; Recognizes and effectively balances the interests and needs of one’s own ministry/department within the broader organization.

MANAGEMENT RESPONSIBILITIES

Carries out management responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Management Competency – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinate’s activities; Provides regular performance feedback; Provides regular performance feedback; Develops subordinates’ skills and encourages growth.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

BS/BA degree and/or specialized certification in related field.

EXPERIENCE/SKILLS/ATTRIBUTES REQUIRED (Ideal Candidate)

1. Proven managerial accounting experience and/or BS/BA Accounting Degree.
2. 2 - 4 years managerial experience, managing non-exempt and exempt level employees, and consultants
3. Ability to communicate effectively and clearly in writing and orally; Ability to interact and communicate with all levels of staff and management.
4. Able to manage multiple tasks and meet deadlines. Able to handle multiple problems simultaneously.
5. Must have good problem solving, organizational, and interpersonal skills.
6. Able to continuously improve processes and procedures.
7. Solid knowledge of financial analysis and forecasting.
8. Proficient in MS Office, Excel, and QuickBooks.

WORKING CONDITIONS

1. Each Faithful Central Bible Church employee is expected to demonstrate a quest for excellence.
2. Faithful Central Bible Church's management team will treat all employees/members/guests/vendors in a professional, dignified, and respectful manner.